

Policy: AD-06-14

Policy Title: Maintaining and Documenting Associate's Licenses and Certifications

Policy Purpose: Process for tracking and documenting Associates Licenses and Certifications

Implementation Date: 9/20/2006

Revision Date: N/A

TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT

MAINTAINING AND DOCUMENTING ASSOCIATE'S LICENSES AND CERTIFICATIONS

This policy is being written to provide guidance in maintaining and documenting associate's professional licenses and certifications.

In maintaining certification of certified operators with a public utility, all water/wastewater treatment plant and water distribution/wastewater collection system operators must meet continuing education credit (CEU) criteria according to the State of Indiana Administrative Code (IAC) 327, Articles 5 and 8.

Water

327 IAC 8-12-7.5, requires each certified water operator shall fulfill continuing education requirements in amounts specified in Table 7.5 (b) (see below) during each three (3) year period. Continuing education credits must adhere to the following criteria:

- A minimum of seventy percent (70%) of the required continuing education contact hours shall be obtained from the technical category of approved continuing education courses.
- No more than thirty percent (30%) of the required continuing education contact hours shall be obtained from nontechnical subject matter of approved continuing education courses.
- A person having a valid certification card in more than one (1) classification of water treatment plant or water distribution system:
 1. may be given duplicate continuing education credit from a single approved continuing education course for each water treatment plant and water distribution system certification to which the subject matter is applicable; and
 2. must obtain the greatest number of continuing education contact hours required by the various certifications held within the shared time period of overlap in order not to be required to obtain continuing education for each certificate held.

Table 7.5 (b)

Certified Operator Grades, Water Distribution System and Water <u>Treatment Plant</u> Grade O.I.T.	Continuing Education Credits <u>Required for Renewal</u> Contact hours shall match those required for the classification where operator is in training; certification card not renewable
Grade DSS	10 contact hours
Grade DSM	15 contact hours
Grade DSL	15 contact hours
Grade WT 1	10 contact hours
Grade WT 2	15 contact hours
Grade WT 3	25 contact hours
Grade WT 4	30 contact hours
Grade WT 5	30 contact hours
Grade WT 6	30 contact hours

Wastewater

327 IAC 5-22-14 (a) states that all Operator Certification Cards are valid for only two (2) years, and expire on June 30th of the second year of the renewal cycle. Renewal applicants must submit proof of continuing education contact hours from IDEM approved courses. 327 IAC 5-22-15(c) requires:

- that a minimum of seventy percent (70%) of the required continuing education hours shall be obtained from the technical category of approved continuing education courses.
- No more than thirty percent (30%) of the required continuing education hours shall be obtained from general subject matter.
- A person having a valid certification card in more than one (1) classification of wastewater treatment certification:
 1. may be given duplicate continuing education credit from a single approved continuing education course for each wastewater treatment certification to which the subject matter is applicable; and
 2. must obtain the greatest number of continuing education contact hours required by the various certifications held within the shared time period of overlap in order not to be required to obtain continuing education for each certificate held.

In order to renew certification card, the operator must have attended IDEM-approved continuing education in at least the following amounts:

<u>Certification Classification</u>	<u>Technical Contact Hours Required</u>	<u>Total Contact Hours Required</u>
Classes I-SP and A-SO	4	5
Classes I, II, A, and B	7	10
Classes III, IV, C, and D	14	20

Safety

In maintaining certification as an authorized trainer/administrator, the Occupational Safety and Health Administration (OSHA) and the National Safety Council (NSC) provide guidelines in keeping your certifications current.

OSHA: an authorized trainer's license is in effective for four (4) years. Prior to the end of the four year period the trainer must take an update course to renew their authorization for another four years. The two update courses available are:

- Course 502: Update for Construction Industry Outreach Trainers
- Course 503: Update for General Industry Outreach Trainers
- For course schedules see www.osha.gov/fso/ote/training/edcenters/index.html

NSC: a Certified Utility Safety Administrator (CUSA) must maintain their certification by completing ten (10) contact hours of education annually. For documentation and forms contact the CUSA Certification Program at www.nsc.org/cusa/

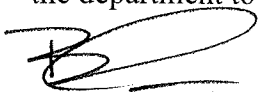
Professional Engineer

864 IAC governs registration for a professional engineer. Once acquired the registration must be renewed on a biennial basis.

Due to the above mentioned requirements, a spreadsheet has been developed and will be maintained by the Office Manager to keep track of all continuing education credit hours for all certifications/registrations and licenses obtained by all associates within the department. A copy of all licenses/registrations and certifications are to be maintained by the Office Manager.

Once an associate has completed required contact hours they are responsible to ensure they provide the Office Manager with a copy of the completed course record. Water Operator Continuing Education Credit Report- S.F. 45674, Wastewater Operator Continuing Education Credit Report- S.F. 51138, and the CUSA Contact Hour Documentation Form are required reports to document education credits. Once received, the Office Manager will update the spreadsheet to reflect the course completion with the date, class/conference, contact hours, and the school or organization providing the course. A scan of the actual report will be placed as a link on the spreadsheet.

On a quarterly basis, the Office Manager will contact Indiana Department of Environmental Management (IDEM) and request contact hours of all associates within the department to ensure that the required contact hours are being recorded.



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